The teacher is an important person in the community as he/she represents education in the village. He/she should be a respected and accepted member of the community. He/she should promote a good reputation of education in accordance to Islamic values and be a good example for the students. The teacher should behave in a kind and friendly manner towards the students and treat all the students equally.

He/she should strive at promoting a stimulating learning environment and continuously seek to improve his/her teaching skills.

The teacher's endeavour should be that all students attain the goals of each subject in each grade and that all students remain up to grade six.

The teacher should display a co-operative and sharing attitude towards his/her colleagues and maintain good relations with the community.

He/she should encourage a permanent attendance of all students and promote orderliness, cleanliness and discipline in the school.

Rights

- The teacher has the right to get support and advice regarding teaching and education from SCA school consultants.
- The teacher has the right to get training from SCA, when possible and needed.
- The teacher has the right to a follow up visit by SCA school consultant after a training course.
- The teacher has the right to be informed about the results of the monitoring forms that are filled in by SCA school consultants as well as the result of the annual assessment.
- Teachers with education of grade 12 and above (or correspondent religious schooling) receive a salary contribution according to SCA salary level 2; teachers with education less than grade 12 are paid according to SCA salary level 1. The salaries are to be paid at least every three months, also for vacation time.
- Teachers have the right to forward any opinion or complaint to SCA education manager, to the regional director and ultimately to the Country Director of SCA.

Duties

- The teacher teaches 24-30 periods per week.
- The teacher should be well prepared before every lesson
- The teacher is responsible for keeping in good order the teaching record book and the attendance book
- The teacher is responsible for preparing and implementing all the examinations of the school year.
- The teacher has to attend any meeting called for by the headmaster.
- The teacher has to participate in training when offered by SCA.
- The teacher should facilitate for SCA staff members when they visit the school for monitoring
- The teacher may not be absent from his duty without legitimate reason. Illegitimate absence is reason for dismissal.

- Absence due to *sickness* is accepted and remunerated up to maximally 3 days per school year without an attest from a medical doctor. Maximum twenty sick leave days per school year is accepted and remunerated provided a medical doctor attests the sickness. Sick leave for more than 2 months is reason for dismissal.
- Absence due to *private business* is accepted and remunerated up to 5 days per school year. Absence due to private business for more than 15 days is reason for dismissal.
- For female teachers 40 days of *maternity leave* is accepted.

The caretakers

The caretakers should be reliable and trustworthy persons with a good sense of orderliness. One caretaker is assisting the school in daytime and one is guarding the school in night-time; the latter is supported by the community. The caretakers should strive at maintaining good relations with the community, the teachers and the students. He/she should encourage the attendance of all students and promote orderliness and cleanliness of the school. He/she is taking care of the school also in vacation time.

Rights
- Caretakers have the right to receive salary payment from SCA
- Caretakers have the right to be remunerated for 24 absent days per school year; absent days must, however, be approved by the headmaster in advance.
- Caretakers have the right to forward any opinion or complaint to SCA education manager, the regional director and ultimately to the Country Director of SCA.

Duties
The day caretaker assists the headmaster in whatever tasks he is asked to do, e.g. cleaning of the school outside and inside, provision of potable water and maintaining the store in good order.

A caretaker who is absent from his/her duty without any reason will be dismissed. Only absence due to sick leave is remunerated. Maximum 3 days per year without an attest from a medical doctor is accepted. Maximum twenty sick leave days per year is accepted provided a medical doctor attests the sickness. Sick leave for more than 2 months is reason for dismissal.

Annexed
1. Agreement: SCA regional education manager – headmaster of the school
2. Cessation of agreement

AGREEMENT

Based on

General Directives for SCA Supported Schools – Rights and Duties for Students and School Staff

the school E- _______________ in _____________________________ village,

__________________________ district, ________________________ province

receives support from the Swedish Committee for Afghanistan. The school staff agrees to work in accordance to what is stated in the above mentioned document.

Date: ______________

For SCA	For the school
____________________________	____________________________
Regional Education Manager	Headmaster

CESSATION OF AGREEMENT

From__________________ the Swedish Committee of Afghanistan has ceased its
(date)
support to

the school E- ______________in _____________________________village,

__________________________district, _________________________province

For SCA

____
Regional Education Manager

THE SWEDISH COMMITTEE FOR AFGHANISTAN

The Swedish Committee for Afghanistan (SCA) was founded in 1980 shortly after the Soviet invasion, in order to work for the withdrawal of the Soviets from the country and to aid the struggle of the Afghan people for national independence. Since 1982, SCA has assisted the Afghan people with humanitarian aid in the health, education and agriculture sector.

The Swedish Committee has an Aid Policy, which is decided by its members and the Board of Committee. It states that SCA support is directed to poor people in *rural* areas of Afghanistan. An important principle is the SCA position of strict *neutrality* with respect to different political, religious and ethnic groups. Another principle is that all activities should be designed so that a forthcoming Afghan society will be able to carry them out by its own means. The local community is required to *contribute* in some form to the activities. The Aid Policy also stresses that particular attention shall be given to educational opportunities for *girls*.

Donors to the education programme are individual Swedes, the Swedish Government and the European Commission. In Sweden some 20,000 people regularly contribute to the SCA work in Afghanistan.

Presently, SCA supports some *550 primary schools* in 18 provinces with 155,000 students and 5,500 teachers with school material and salary contributions. *Teacher training* is also an important part of the education programme. Some 150 schools have been constructed by SCA. Adult literacy training is a minor component of the education programme.

SCA central office is located in Peshawar, Pakistan. Three regional offices are situated inside Afghanistan, in Jalalabad, Ghazni and Taloqan. The education unit of the regional offices is staffed with one education manager and two chief officers and some 15-20 school consultants. They are responsible for planning and implementing the SCA education programme in six provinces each.

GENERAL DIRECTIVES

Application for school support

Before any school support may be considered an application must be handed over to one of the SCA regional offices. However, SCA's possibilities to support schools are limited by budget restrictions and there is only a small scope for supporting new schools each year. The most important criteria for support of new schools are:

- school activities are running since some time
- the school is a primary school
- the school is located in rural area
- there was a school at the site already in pre-war times
- at least 70 students are attending in the school
- reasonably qualified teachers are available
- the school is not supported by any other organisation
- girl schools are prioritised

THE SCHOOLS

Primary schools

Objective

The objective is to contribute to the rehabilitation of primary education in Afghanistan resulting in relevant and useful outcomes of learning.

SCA seeks to support schools in places where there existed schools also in pre-war times. All schools supported by SCA (with exception of Home Schools) are **primary schools**. To render the support more efficient some primary schools have **annexes**, i.e. a girl school or a home school may be annexed.

Home schools

SCA seeks to increase the number of girl students. Where there is a school building, girl classes could be established in the afternoons and the building is then used more efficiently. If the primary school is located far away, a **home school** for girls could be established.

Twin schools

Some schools are so called **twin schools**. They have special contacts with Swedish schools.

Admission

For admission in grade one the student must be **seven** years of age. Students should be registered at the latest one month *before* school start. Students who enrol later than one month *after* school start must be tested with regards to their education level before

admission. Students who apply for direct entry into grades above grade one must also be assessed before admission.

Number of students per class
The number of students in **grade 1-3** should not exceed 30 (approximate figure; the actual, permanently present students is considered). Minimum number for establishing classes in grade 1-3 is fifteen (15). With less number of students two classes should be joined into **multi-grade classes**.

In **grade 4-6** the number of students should not exceed 50 (approximate figure; the actual, permanently present students is considered). Minimum number for establishing classes in grade 4-6 is fifteen (15). With less number of students two classes should be joined into multi-grade classes.

School staff
Each primary school (with classes above grade three) has one **headmaster**, regardless of size or annexes. Each class has one **teacher**. Each school has one **caretaker**. Where there is a school building the community is responsible for night guard.

The school year
The school year should always consist of 9 months, 222 days. Normally the school year runs from September 5 – June 5 for hot climate schools and from March 5 – December 5 for cold climate schools. If the weather or other circumstances do not allow the school to start or end in due time, the students should be compensated either by extending the daily lessons or by decreasing the vacation time.

Subjects and weekly lessons.

Each day has five periods à 45 minutes.

	HOURS PER WEEK		
Subject	*Grade 1*	*Grade 2-3*	*Grade 4-6*
Talim Quran	6	-	-
Religious subjects	6	6	4
Mathematics	6	6	6
Mother tongue(Pashtu/Dari)	7	9	4
Sec. Language (Pashtu/Dari)	-	-	3
Calligraphy	1	1	1
Drawing	1	1	1
Sport	1	1	1
Holy Quran	-	6	4
Geography	-	-	2
History	-	-	2
Science	-	-	2
TOTAL PERIODS/WEEK:	**28**	**30**	**30**

Examination

First examination takes place in January for hot climate schools and in July for cold climate schools and lasts for 3-8 days. After the first examination there is a period of ten days vacation.

Final examination takes place in May for hot climate schools and in November for cold climate schools and lasts for 3-8 days. Final examination is followed by three months vacation.

To *pass* the final examination the student must acquire minimum 3,5 (or 35) in each subject *and* obtain an average score of 5 (or 50). (Maximum subject score is 10 (or 100). A student who has obtained the required average score but has received less than 3,5 (or 35) scores in *one or two* subjects may be *conditionally* passed and has the right to be examined in the failed subjects before the start of the new school year.

Special consideration may be taken into account for students who have passed first exam well beyond what is required but failed in final exam due to minor mistakes. Also, students who have acquired the minimum 3,5 (or 35) scores in all subjects but have not reached completely the average score of 5 (or 50) or have less than 3,5 (35) in three subjects may be taken into special consideration. A teachers' meeting may decide whether such students should be upgraded, re-examined or if they should repeat.

Cancel of school support

SCA maintains the right to cancel the school support when the school is not functioning satisfactorily. This is the case e.g. when the daily present number of students is on average less than 10 per class, when teachers are absent or in other ways are mis-conducting or when the school is not running a whole school year (9 months).

If schools have to shut down due to insecurity or other abnormal conditions in the area and teaching is impossible teachers are paid salary contributions up to two months of temporary closure.

SCA also maintains the right to merge schools located close to each other or re-locate schools into pre-war location.

Budget limitations may also cause cancelling of schools.

THE TEACHER TRAINING PROGRAMME

Objective
The objective of the teacher training programme is to improve the outcome of learning and improve the teaching performance as well as the administrative capacity of headmasters.

Courses for teachers
Before being admitted to a training course teachers' needs are assessed by SCA school consultants and in accordance to the result selected for participation. SCA provides two months courses at vacation time at one of its Teacher Training Centres and so called in-school courses with a duration of 2-3 weeks on site.

Around 500 teachers are trained annually in two months courses and around 1000 teachers in in-school-courses (a total figure for all the 18 provinces where SCA is active).

Courses for headmasters
SCA also provides training for headmasters. Module one is a course of 10 days in school administration and module two is a refresher course of around 5 days. Some 100 headmasters are trained annually (in the 18 provinces where SCA is active).

Certificate
Teachers and headmasters who participate in SCA training courses receive a certificate after completion of the course.

Teachers from other schools
The two months courses and head master courses may include teachers from schools not supported by SCA, maximum up to 20 % of the participants of the course. These teachers/headmasters are also to be assessed and selected by SCA school consultants before being admitted to attend.

SCHOOL VISITS

Objective
The objective is to assess the education activities in order to improve the education programme and to give advice and support to teachers, headmasters and communities re. school affairs. The objective is also to secure that the education activities are carried out in accordance to plans, in accordance to SCA aid policy and to SCA education directives.

Kind of information
The SCA school consultants visit the schools on regular basis. While monitoring, information is collected with regards to number of students and teachers, attendance of students and staff, delivery of school material, administration, community participation and need of school construction and repair. Information is also collected regarding teachers' educational background and teaching performance and of students' results.

The SCA school consultants are responsible for collecting the data during school visits at 4-6 times during each school year. The information is compiled and used among other things for SCA annual reports to its donors.

SCHOOL CONSTRUCTION AND REPAIR

Objective
The objective is to contribute to the reconstruction of primary school buildings in Afghanistan and to attain a proper environment for teaching and learning.

SCA has constructed some 140 schools in Afghanistan during 1992 - 1998. Annually some 10-20 schools are constructed, depending on available funds. Criteria for school construction are:

- the community must contribute to at least 20 % of the construction cost
- girl schools are constructed in the first hand
- the school must be located in a pre-war location (with the exception of girl schools)
- under-served areas are prioritised

RIGHTS AND DUTIES

The communities

In many rural areas of Afghanistan there is no educational tradition and village children have often been deprived of schooling. Nowadays, most people recognise that education is necessary for development of the country.

Communities who are interested in and promoting education, who encourage parents to send their children to school, who take part in school affairs, i.e. who take a responsibility for their school will actually promote a prosperous development of their whole community. **Local school committees** can play an important role in supporting the school, the headmaster and the teachers.

Rights

- Communities are welcome to meet with SCA staff whenever they visit the school.
- Villagers and parents have the right to discuss with SCA school consultants and bring up whatever educational issue they find important.
- Each community where SCA supports a school has the right to express opinions or complaints to SCA education manager, to SCA regional director or ultimately, to SCA Country Director
- The communities have the right to suggest teachers and headmaster but SCA maintains the right to assess their appropriateness.
- The communities appoint the school caretakers (one of which is paid by SCA).

Duties

- The communities are responsible for guarding the school building and support a night guard.
- The communities have to contribute with at least 20 % of the cost for school construction
- The communities are responsible for minor repair and maintenance of the school.
- The communities are responsible for accommodating SCA staff when necessary.

The students

All students should display a respectful attitude towards teachers and other school staff. They should behave in a positive and polite manner towards their parents, family and community members. They should display respect towards village elders. Their behaviour should be co-operative and friendly also with their classmates.

Rights

- All village children from the age of seven within reach of the school and regardless of language, ethnicity, religion or sex have the right to attend the primary school.
- The students have the right to schooling free of charge.
- Each child has the right to get a complete primary education.

- Each child has the right to receive school material in either dari or pashtu
- Each child has the right to be taught by friendly and qualified teachers

Duties

- Each student should be attentive and try to perform his very best. He/she should always prepare his/her homework in the best possible way.
- Each student has to take good care of the school material that is provided to him/her.
- Each student must be punctual and may not be absent without permission.

The headmasters

The headmaster should preferably be graduated from Teacher Training College or Faculty of Education, Literature or Science and should have teaching and headmaster experience. If not available, headmasters with less education may be accepted; however, only exceptionally headmasters with less education than grade 12 are accepted. SCA school consultants give advice on the appointment of the headmaster and assess his/her appropriateness.

Each year, the headmaster is assessed by SCA staff with regards to his subject knowledge, teaching skills and administrative capacity. A headmaster with poor performance or capacity should be replaced.

The headmaster is an important person as he/she is the head of the school and represents education in the village. He/she should be a respected person and accepted person of the community and be a good example for the community members. He/she should promote a good reputation of education in accordance to Islamic values.

The headmaster should strive at maintaining good relations with the community, the teachers and the students. He/she should actively encourage community participation in school affairs. He/she should encourage a permanent attendance of all students and promote orderliness, cleanliness and discipline in the school.

Rights

- The headmaster has the right to be informed about the results of the monitoring forms that are filled in by SCA school consultants as well as the result of the annual assessment.
- The headmaster has the right to get training from SCA, whenever possible and needed.
- The headmaster has the right to receive all administrative material and other school material.
- The headmaster has the right to suggest employment and dismissal of teachers.
- The headmaster's salary contribution is according to SCA salary level 3 to be paid at least every three months, also for vacation time.
- The headmaster has the right to forward any opinion or complaint to SCA education manager, SCA regional director and ultimately to the Country Director of SCA.

Duties

- The headmaster should support and advice the teachers, promote a quality teaching and improved outcome of learning.
- The headmaster has to take good care of delivered material and is responsible for proper storage and equal distribution of material to students and teachers. He/she is responsible for keeping the Material Distribution Book in good order.
- The headmaster is responsible for the registration of all students and keeping the Registration Book in good order. He/she should organise the registration of students for the next school year one month prior to school start.
- The headmaster is responsible for distributing teachers per class and for the preparation of the lesson table in the beginning of the school year.
- The headmaster is responsible for the correct handling of Attendance Books (students and teachers) and the Teaching Record Books.
- The headmaster is responsible for that all the examinations of the school year are conducted and that the results are submitted to SCA school consultants.
- The headmaster is also responsible for keeping other administrative books in good order, such as the Notification Book, the Meeting Book, the Correspondence Book, the Log Book, etc.
- The headmaster normally teaches in grade 4-6. Due to the number of students and teachers, to school shifts and annexes his/her teaching periods vary from six to twelve periods per week.
- The headmaster should organise meetings with the teachers at a regular basis.
- The headmaster should participate in training courses, if offered by SCA.
- The headmaster should facilitate for SCA staff when they visit the school for monitoring and organise accommodation, if necessary.
- The headmaster may not be absent from his duty without legitimate reason. Illegitimate absence is reason for dismissal.
- Absence due to *sickness* is accepted and remunerated up to maximally three days per school year without an attest from a medical doctor. Maximum twenty sick leave days per school year is accepted and remunerated provided a medical doctor attests the sickness. Sick leave for more than 2 months is reason for dismissal.
- Absence due to *private business* is accepted and remunerated up to 5 days per school year. Absence due to private business for more than 15 days is reason for dismissal.
- For female headmasters 40 days of *maternity leave* is accepted.

The teachers

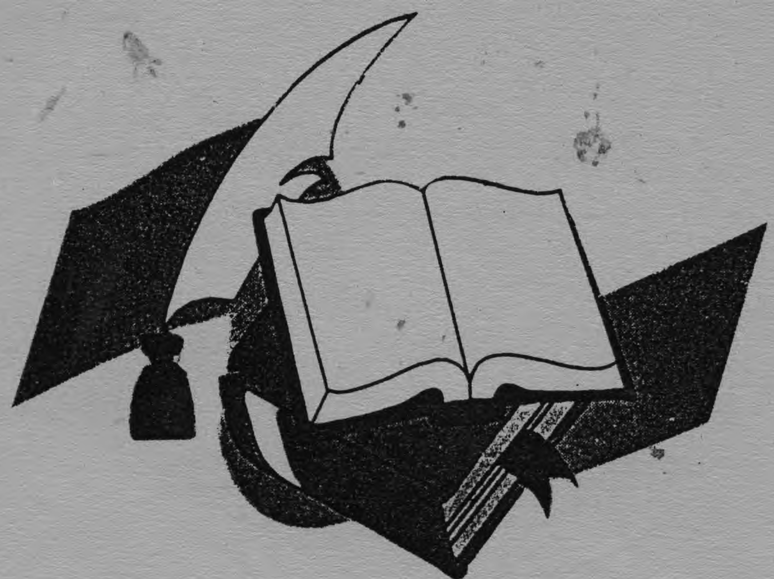
Teachers should preferably have graduated from Teacher Training College or University Faculty of Education, Literature or Science. Only exceptionally teachers with less education than grade 12 should be accepted. SCA school consultants give advice on the appointment of the teachers and assess their appropriateness.

Each year the teachers are assessed by SCA school consultants with regards to subject knowledge and teaching performance. A teacher with poor performance should be replaced.

Swedish Committee for Afghanistan (SCA)

GENERAL DIRECTIVES
FOR SCA SUPPORTED SCHOOLS

RIGHTS AND DUTIES
FOR STUDENTS AND SCHOOL STAFF



1999

Table of Contents

INTRODUCTION

The Swedish Committee for Afghanistan has supported education activities in Afghanistan since 1984, initially in the areas liberated by the mujaheddin. At that time one can say that the support had an *emergency* character with the only aim to keep schools running and not allow education to perish. After withdrawal of the Soviet troops the education support has increased both in volume and in contents; it has gradually changed into a *development* support. SCA supports the re-construction and rehabilitation of primary education and intends to provide a quality education in accordance to international quality standards still maintaining an appropriate cost level and adherence to Afghan norms.

The Swedish Committee for Afghanistan considers it important to support Afghan schools with due deference to Afghan culture and Islamic values. This is reflected in the training of teachers as well as in the school material that is provided to the schools. Training of teachers as well as production of text books are carried out by qualified Afghan staff and adhere to national curricula and governmental regulations.

The Swedish Committee for Afghanistan supports around 550 primary schools where 5,500 teachers and headmasters get salary support and where 155,000 students get primary education. It is a huge organisation that needs directives and instructions to run properly. These *General Directives for SCA Supported Schools – Rights and Duties for Students and School Staff* fill an expressed need to improve the governance of the school support.

The objective is to instruct the school staff about their tasks as professionals in SCA supported schools. The document also aims at informing Education Directorates and communities about SCA education support. Acceptance of *General Directives for SCA supported schools – Rights & Duties for Students and School Staff is* a **prerequisite** for SCA support. It is compulsory for all teachers in SCA supported schools to adhere to these written rules and principles and the headmasters are obliged to sign this document.

Should uncertainties or misunderstandings occur regarding the interpretation of *General Directives for SCA Supported Schools –Rights & Duties for Students and School Staff* they are usually clarified through discussions. However, as a final resort SCA maintains the right to withdraw the school support should disagreement prevail.

Date: 24 March 1999

Country Director
Swedish Committee for Afghanistan